



REQUEST FOR PROPOSAL (RFP) NO. K-26
Unarmed Security Guard Services

County of San Bernardino
Purchasing Department
777 East Rialto Avenue
San Bernardino, CA 92415-0760
December 9, 2008

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I. Introduction

A. Purpose

The County of San Bernardino through the San Bernardino County Purchasing Department, (hereinafter referred to as "County") is inviting responses from qualified vendors to provide unarmed security guard service, including all management, organization, operation, supervision, labor, equipment, materials, transportation, and supplies for the County of San Bernardino (COUNTY).

It is the intent of the County to establish a mutually beneficial relationship with a Vendor who can provide these services as required by the Specifications, and Term and Conditions of this RFP to County locations as needed.

B. Period of Contract

The term of the Contract will be for a period not to exceed two years with one, one (1) year extension based on satisfactory performance for a maximum of three (3) years. The Purchasing Agent shall have authority to renew the one (1) year extension without further Board action.

The Contract is expected to commence upon approval of the County of San Bernardino Board of Supervisors,

C. Mandatory Vendor Requirements

All Vendors must:

1. Have a minimum of three (3) continuous years of experience in providing (armed or unarmed) security guard service to large governmental agencies and/or private companies.
2. Have a representative at the mandatory proposal conference as referenced in this RFP.
3. Possess valid licenses, permits and/or certifications, as required by the State of California, to perform the type of services being requested in this RFP. Validity of licenses/permits/certifications will be verified by the copies you provide with your proposal.
4. Provide five (5) references from other agencies, three (3) of which need to be a government, agency (not including the County of San Bernardino) that you have established a contract for this type of service. Provide Agency, Contact Name/Address, Phone Number, and Dates Services Were Provided. This information must be included on **Attachment E** - References.
5. Vendor must have working capital of at least \$500,000 (as documented in tax returns).
6. Vendor may not have declared any form of Bankruptcy in the last five (5) years.
7. Submit proposal in the manner as stated in Section VI of this RFP.

D. Mandatory Proposal Conference

There will be a Mandatory Proposal Conference at the General Services Building, **Main Conference Room**, 777 East Rialto Avenue, San Bernardino, California, at **10 a.m. (PST) on Monday, December 22, 2008**. **Attendance at the conference is mandatory.** Proposals will not be accepted from vendors who fail to attend the proposal conference.

The County may issue an addendum to the RFP after the proposal conference, if the County considers that additional clarifications are needed. Only those vendors represented at the mandatory proposal conference will receive addenda(s).

E. Questions

Questions regarding the contents of this RFP must be submitted in writing on or before) **on Thursday, December 18, 2008**, and directed to the individual listed in Section I, Paragraph F. All questions will be answered and posted to the Internet on Monday, **December 29, 2008**.

F. Correspondence

All correspondence, including proposals, is to be submitted to:

Betty Alexander, C.P.M., Buyer III
San Bernardino County Purchasing Department
General Services Building
777 East Rialto Avenue
San Bernardino, CA 92415-0760

Fax Number: (909) 387-2666
Email: balexander@pur.sbcounty.gov

Fax number and e-mail address may be used to submit questions only. **Proposals will not be accepted by e-mail or facsimile.**

G. Admonition to Vendors

Once this RFP has been issued, Vendors are specifically directed not to contact County personnel for meetings, conferences, or technical discussions related to this RFP. Failure to adhere to this policy may result in disqualification of the Vendor. All questions regarding this RFP can be presented in writing as indicated in Section I, Paragraph E.

H. Proposal Submission Deadline

All proposals must be received at the address listed in Section I, Paragraph F, no later than **2 p.m. on Monday, January 12, 2009**. Facsimile or electronically transmitted proposals will not be accepted since they do not contain original signatures. Postmarks will not be accepted in lieu of actual receipt. Late or incomplete proposals will not be opened and considered.

I. Local Preference

The County of San Bernardino has adopted a preference for vendors whose principal place of business is located within the boundaries of the County. A five percent (5%) preference may be applied prior to approval of any purchase or acquisition of services, equipment, goods or supplies.

For purposes of the application of the local preference policy (County Policy 11-12), "principal place of business" is defined as the vendor's main office (or headquarters) or a major regional office. A "major regional office" is defined as a business location apart from the vendor's main office (or headquarters) which:

- Has been issued a business license, if required, and has been established and open for a minimum of six months prior to the date that the approval authority authorizes the circulation of an RFQ/RFQ/Quote for any contract, agreement, or purchase order to which it responds; and
- Can demonstrate on-going business activity in the field of endeavor on which the Vendor is proposing, from that office during the preceding six months; and
- Has a minimum of twenty-five percent (25%) of the vendor's full time management employees and twenty-five percent (25%) of its full time regular employees working from the San Bernardino County location(s).

The County's Local Preference Policy means for example, if two Vendors are responding to this RFQ and if quality, service and ability to meet the County's needs are equal, County staff must determine if one of the Vendors is a local vendor. If one of the Vendors is a local vendor, and its quoted price or cost for services, equipment, goods or supplies does not exceed five percent (5%) of the other vendor's quoted price or cost, unless it is determined that an exemption applies, staff should recommend the local vendor for the contract award.

II. Proposal Timeline

Release of Board Approved RFP	December 9, 2008
Deadline for Submission of Questions	Thursday, December 18, 2008
Mandatory Proposal Conference	10:00 a.m. (PST) on Monday, December 22, 2008
Responses to Questions Posted to Internet	Monday, December 29, 2008
Deadline for Proposals	2 p.m. (PST) on Monday, January 12, 2009
Tentative Date for Interviews/Presentations	February 2009
Tentative Date for Awarding Contract	February 2009

III. Proposal Conditions

A. Contingencies

This RFP does not commit the County to award a contract. The County reserves the right to accept or reject any or all proposals, if the County determines it is in the best interest of the County to do so. The County will notify all vendors in writing, if the County rejects all proposals.

B. Modifications

The County reserves the right to issue addenda or amendments to this RFP.

C. Proposal Submission

To be considered, all proposals must be submitted in the manner set forth in this proposal. It is the vendor's responsibility to ensure that its proposal arrives on or before the specified time.

D. Incurred Costs

This RFP does not commit the County to pay any costs incurred by vendors in the preparation of a proposal in response to this request and vendors agree that all costs incurred by vendors in developing this proposal are the vendor's responsibility.

E. Clarifications

The County may require the potential Vendor/Contractor(s) selected to provide additional information or clarifications on any area contained in this RFQ or which might be used to evaluate vendors. This may include cost, technical, or other clarifications needed to make a decision.

F. Acceptance or Rejection of Proposals

Proposals shall remain open, valid and subject to acceptance anytime within one hundred eighty (180) days after the proposal opening.

The County realizes that conditions other than price are important and will award contract(s) based on the proposal that best meets the needs of the County. While cost may not be the primary factor in the evaluation process, it is an important factor.

G. Formal Agreement

Vendor will be required to enter into a formal agreement with the County. This RFP sets forth some of the general provisions which will be included in the final contract. In submitting a response to this RFP, Vendor will be deemed to have agreed to each clause unless the proposal identifies an objection and County agrees to a change of language in writing.

Failure to raise any objections to the contract language at the time of submittal of a response to this RFP will result in a waiver of objection to any of the contract language.

H. Final Authority

The final authority to award a Contract rests solely with the San Bernardino County Board of Supervisors.

IV. Scope of Work

A. Background

San Bernardino County is geographically the largest County in the continental United States, covering 20,106 square miles. The County borders Riverside, Los Angeles, and Orange counties and the states of Arizona and Nevada, with the northern end in the Mojave Desert.

The County has a countywide need for Unarmed Security Guard Service for various Groups/Departments at fifty-six (56) county facilities totaling approximately 258,445 hours annually. The number of guards, hours and equipment required for each facility are listed on **Exhibit #1**.

The agreement resulting from this RFP will clearly identify the services, pricing, terms and conditions by which County Groups/Departments will request services.

The services may be regular scheduled guard services or requested "as required" by individual County Groups/Departments. Services will include the basic duties and services for vendor and staff on each premise and in the buildings on each site (as described below in C. Duties and Services).

B. Vendor Responsibilities

1. Vendor is required to be familiar with all specifications, terms and conditions of the agreement, and County facilities (Exhibit No. 1).
2. Vendor is required to provide labor, supplies, and equipment. All personnel must be adequately trained and supervised.
3. Vendor is required to possess and maintain all appropriate permits and licenses necessary in the performance of services required under the agreement. Vendor will provide copies of licenses upon request.
4. Vendor is required to work closely with Assigned County Department Liaisons to ensure that security provided is as required and agreed upon.
5. Vendor is required to maintain adequate files and records and meet statistical reporting requirements.
6. Vendor is required to have the administrative and fiscal capability to provide and manage the proposed services and to ensure an adequate audit trail.
7. Vendor is required to fulfill the standard contract requirements, including indemnification and insurance, as required by the County.
8. Vendor is required to provide direct supervision of guards.
9. Vendor is required to ensure that staff, conform to laws, regulations and standards of various authorities.
10. Vendor is required to develop policies and procedures consistent with State/Federal guidelines.
11. Vendor is required to provide a thorough guard manual to cover all the services to be provided to the County.

C. Vendor Duties and Services

Vendor and its staff shall provide the basic duties and services described below:

1. Save lives, protect all persons from injury and harm, and handle "bomb threats" as provided for in Guard Manuals.
2. Guard, protect, and save all property from theft, injury, arson hazardous conditions, sabotage, vandalism, malicious mischief, defacement, etc.
3. Each guard shall conduct him/herself in such a manner as to promote and maintain good public relations at all times.
4. Make and keep accurate and complete written reports and supporting documents of all unusual and/or important instances and happenings as soon after they occur as possible.
5. Be alert at all times and continuously operate, effectively organized, and efficiently managed guard service system.
6. Anticipate criminal acts and take remedial action from discernment of person's conduct.

7. Keep all persons under surveillance:
 - Recognize, know and identify regular County employees.
 - Recognize, know and identify persons from the government and private sectors who repeatedly visit said premises.
 - Be mindful of all other persons while they are on said premises.
8. Furnish and maintain accurate written records for the County as provided for herein and as provided in Guard Manuals.
9. Perform all duties by competent, skilled guards under capable supervision.
10. Know and abide by all laws pertaining to the herein set forth duties, as well as with the duties set forth in the applicable Guard Manual.
11. Provide guards who are clean and neatly uniformed with shined shoes, creating an excellent impression and making all persons respectfully conscious of the guard's presence.
12. Meet confrontations; quell commotion and disturbances with firm politeness.
13. Maintain a high degree of esprit de corps.
14. Courteously direct and assist the public and others with public information and guidance.
15. Notify police of, and assist in the apprehension of, lawbreakers.
16. Except for due politeness, abstain from engaging in any personal familiarities.
17. Inspire the confidence of persons in the protection and security of all persons and property under the care of your guard service.
18. Assist with performing first aid when needed.
19. Assist with traffic control and issue parking citations as directed by the county.
20. Thoroughly investigate criminal acts coming to the attention of the guard service, and immediately, report them to the proper authority and record them in writing in complete detail.
21. Keep County up-to-date on current techniques in guard service systems and implement any such new practices and improvements into the protection services at said County institutions only with County approval.
22. Be guided by, comply with, and perform security guard services and duties in accordance with guard manuals, provided by Vendor.
23. Provide unarmed guard services, with extreme care, any information entrusted to the guards, and appropriately act on same.
24. Report to the proper County authority any disclosure of information concerning an incident, act or threat which is in any way made known to a guard.
25. Investigate, pursue, and diligently endeavor to establish definite identification of persons on County premises, who commit: personal injury, theft, arson, sabotage, vandalism, malicious mischief, defacement, or any other illegal act.

D. Security Measures

1. Security

Security is a great concern of the County. The Contractor is advised that failure to fully comply with the security requirements of this contract shall result in the termination of this contract for default.

- a. All persons performing duties under this contract shall be acceptable to the County. This shall include all owners of sole proprietorships, partnerships, joint ventures, principals of corporations and all others who might have access to County facilities without the supervision of a County employee.

Note: Children are not allowed to accompany any guard or supervisor who has been cleared to enter facilities.

- b. Acceptability shall be determined by:
 - i. Background investigation
 - ii. The County's previous experience with the individual (if applicable).
- c. Only those individuals, who have been determined acceptable, have received their vendor-issued Identification (ID) Cards and who have been designated on the contract as the Contractor who shall be providing service to the facility.

- d. The misuse of any vendor issued ID cards, Access Control Card, keys or alarm codes by the Contractor or any of the employees of the Contractor shall be considered as failure to fully comply with the security requirements of this contract and shall be considered grounds for termination of the contract.
- e. County may request at any time the removal of any Contractor employees if it is in the best interest of the County to do so. Any such request will result in immediate removal of the employees.

2. Background Investigation

- a. All personnel employed through the contracted Vendor, and working under this contract shall undergo (and pass) a thorough background investigation, prior to being authorized access to any County facility.
- b. The Contractor shall be provided the following by each person requiring a background investigation:
 - i. A clean, legible copy of a Social Security Card or Social Security Administration abstract;
 - ii. A clean, legible copy of a Driver's License, or State-issued Identification Card;
 - iii. For employees who are not citizens of the United States: either a Resident Alien Card and/or documentation with a valid form of picture identification indicating that proposed guard is authorized to be lawfully employed in the United States.
 - iv. In the case of selected departments (i.e. D.A), an independent background will be completed by the department.
- c. The Sheriff's Department Office of Safety and Security and/or District Attorney shall be provided with the results of the background check prior to any employee of Vendor being authorized access to County facilities.

3. Keys for County Facilities

- a. The keys to County Facilities are to be used for the purpose of accessing Contractor's staff to the facilities for the performance of contracted services only.
- b. The Contractor shall be issued a set of keys and shall assume all responsibilities for the use and return of the keys.
- c. All keys issued to the Contractor shall remain the property of the County and shall be returned upon demand or the termination/expiration of the contract. The Contractor shall be assessed One Hundred Dollars (\$100.00) for each key not returned and may be further assessed the actual cost for the cost to re-key the facility keying system(s).
- d. If any keys or access control cards are lost or stolen, the Contractor shall notify the Facilities Management Custodial Chief and the Sheriff's Office of County Safety and Security via phone or fax within 24 hours of the loss identifying the facility for which the keys or access control cards were lost; who lost the keys; where they were lost; date and time loss was discovered; and what actions the Contractor has taken to prevent future losses. The Contractor is advised that the loss of some specialized keys may entail the re-keying of several facilities or facility at the Contractor's expense.
- e. Unauthorized duplication of keys to County facilities is a misdemeanor under Chapter 3, Section 469 of the California Penal Code.

4. Alarm Systems

- a. The County has alarm systems in numerous facilities. In some instances there are multiple systems within a facility. The Vendor shall be issued alarm codes for each site and be instructed in the correct operation of the system. It is imperative that the individual operating the alarm system be fluent in English. In the event of a life-threatening emergency the Vendor shall instruct staff to use the Standard Operating Procedures for emergency response -- CALL 911.
- b. False Alarms: Failure to operate the alarm system correctly may result in a false alarm. The Vendor shall be responsible for all costs associated with false alarms.

E. Supervision

The Vendor shall be responsible for the direct supervision of guards. Such supervision shall be adequate enough to insure that each guard conforms to the specifications shown herein, and to insure that they are alert and on duty at all times during their assignments.

1. Vendor's supervision will consist of a supervisor visiting each site a minimum of one time per shift to observe each guard while on duty. The supervisor will also make an entry on a sign-in sheet.
2. Supervisor shall spend a minimum time of five (5) hours at the County Government Center site each day.

F. Equipment and Supplies

The Vendor shall, at no additional cost or expense to the County, furnish and maintain in good order, condition and repair the following:

All equipment (including hand held radios), uniforms, badges, mace, and nightsticks, including but not limited to, record keeping logs, manual and supplies (including forms, guard log book, etc.).

G. Patrol Vehicles

All patrol vehicles, including bicycles, electric carts, or full size vehicles, are to be provided by the Vendors. Vendors are responsible for providing the appropriate licensing, insurance, maintenance and depreciation for each vehicle used in the contract. The County may provide golf carts, and bicycles, if available, at its discretion. Maintenance of the vehicles may be negotiated.

H. Employment

The Vendor shall not employ any person currently working for the County.

I. Contact with Vendor

The Vendor will keep the Sheriff's Office of County Safety and Security informed as to the name and phone number of the guard who is responsible for each department and location.

J. Vendor Qualifications

Vendors are required to submit with this proposal the following documents and information for review:

1. Résumé's of the staff who will be handling the County's account. Include all personnel who will be in direct contact with departments calling in for service. Indicate the actual job/service that they will be doing for the County.
2. Complete listings of current clients similar in nature to the County (provide contact name and phone number).
3. A sample of the application, written tests, and evaluation of its employment for a new employee, time card, and a sample invoice. Include any forms that are part of Company policy regarding procedures after hire of temporary as well as the termination paperwork/policy and procedures.
4. Vendor registration with County.
5. Copy of current Company's Service Agreement.
6. Company's policy statement on the Immigration Reform and Control Act of 1986.
7. Audited financial statement for past two years.
8. Current job classification listings.
9. Current DMV or security screening procedures of employees (such as background checks).
10. Current health, vacation and other benefits provided by company for the temporary employees.
11. Statement, which shows on a day during the recent months of January and July 2008, how many people you had out on assignment. Please indicate the general geographic assignment locations of these individuals.
12. Sample of computer/manual database showing applicants initial hire date placement record and termination.

13. Explain and provide documentation on the procedure used by your company for personnel issues such as sexual harassment and discrimination claims.
14. State how your company recruits and the approximate time requirement for the following areas:
 - i. Recruitment in positions that are new or are deemed hard to fill because of special requirements.
 - ii. Recruitment in remote geographic areas.
15. Provide a plan of action that would detail the transition of Company (from the County's current vendor) for minimum disruption of service to the County.
16. Copy of customer service training provided to employees.
17. Provide protocol or plan for supervision of guards.
18. Provide statement on experience issuing parking citations.
19. Provide company's plan for health screenings (TB test, Hepatitis B, health exams) for all personnel assigned to Medical Center or other health facilities.

K. Guard Qualifications

Each guard must meet the minimum standards to qualify:

3. Citizenship: Must be a citizen of the United States of America or a legal alien in the United States of America.
4. References: Must be able to provide references in writing from previous employers substantiating the individual's good character, upon request.
5. Physical Fitness: Must be able to perform, without limitation, the individual's assigned duties.
6. Experience: Must have previous experience or training preparation to competently and adequately perform the job.
7. Valid California Driver's License: Must continuously maintain a valid driver's license, i.e., be licensed by the State of California to operate a motor vehicle. Vendor will monitor Guards safe driving record, and may be asked by the County to provide reports upon request.
8. Education: Must be a high school graduate or equivalent and be able to read and write English satisfactorily.
9. Health screening: Must provide TB testing, Hepatitis B vaccinations and health exams for all positions at medical and health facilities as required by law.
10. Bond ability: Must be bondable.
11. Must have a valid guard license.
12. Must hold a current CPR and First Aid Card.

L. Screening

The County reserves the right to bar from assignment by written or verbal notice to the Vendor any and all guards it deems unfit for duty, or as deemed in the best interest of the County.

M. Vendor's Guarantee

The Vendor guarantees its guard service will be satisfactory to the County, as required in this agreement. If the County is dissatisfied with the Vendor's services, the County has the right to terminate any agreement for service resulting from this document and be relieved of the obligation of continuing with the agreement.

N. Firearms

Guards shall be without firearms in the performance of their duties at all facilities.

O. Non-Responsibility

Vendor understands and agrees that the County, in screening and accepting guard assignments, or for any other reason, is not responsible in any way for any action, fault or default by a guard or guards and the Vendor shall relieve, indemnify, defend with counsel acceptable to the County and hold harmless the County and its Boards, Officers, agents, and employees from any and all claims, lawsuits, and liability, including expenses incurred in defending against the same, for the death of or injury to persons or damage to property, including property owned or controlled by or in the

possession of the County, any of its officers, agents, or employees, that may in whole or in part arise out of injury to that person, and/or damage to the property of the County, employees of the County, persons designated by the County for training, or any other person(s) designated by the County for any purpose. All Actions taken by a guard or guards are the responsibility of the Vendor and the Vendor's employees are not deemed to be employees of the County.

P. Price Guarantee and Price Escalation

All prices will be considered firm for the entire period of the contract. No price increases for any reason shall be granted unless approved by the Board

Q. Mileage

Mileage, when requested and authorized in advance by the department shall be reimbursed at the current COUNTY rate in effect at the time of reimbursement. At the present time, the current COUNTY mileage rate is \$0.5805 per mile.

R. Billing

1. Vendor shall bill the County at the end of each month of the contract on separate invoices for each County department or location.
2. Each invoice shall have attached consolidated certified time sheet(s) showing exact amounts of daily times each Guard Service person worked.

V. Contract Requirements

A. General

1. Legality and Severability

The parties' actions under the Contract shall comply with all applicable laws, rules, regulations, court orders and governmental agency orders. If a provision of the Contract is terminated or held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall remain in full effect.

2. Taxes

County is exempt from Federal excise taxes and no payment shall be made for any personal property taxes levied on Vendor or on any taxes levied on employee wages. The County shall only pay for any State or local sales or use taxes on the services rendered or equipment and/or parts supplied to the County pursuant to the Contract.

3. Representation of the County

In the performance of the Contract, Vendor, its agents and employees, shall act in an independent capacity and not as officers, employees, or agents of the County of San Bernardino.

4. Vendor Primary Contact

The Vendor will designate an individual to serve as the primary point of contact for the Contract. Vendor or designee must respond to County inquiries within two (2) business days. Vendor shall not change the primary point of contact without written notification and acceptance of the County. Vendor will also designate a back-up point of contact in the event the Primary contact is not available.

5. Change of Address

Vendor shall notify the County in writing of any change in mailing address within ten (10) business days of the change.

6. Subcontracting

Vendor agrees not to enter into any subcontracting contracts for work contemplated under the Contract without first obtaining written approval from the County. Any subcontracting shall be subject to the same provisions as Vendor. Vendor shall be fully responsible for the performance and payments of any subcontracting.

7. Agreement Assignability

Without the prior written consent of the County, the contract is not assignable by Vendor either in whole or in part.

8. Agreement Amendments

Vendor agrees any alterations, variations, modifications, waivers, or provisions of the Contract shall be valid only when reduced to writing, duly signed, attached to the original Contract, and approved by the required persons.

9. Termination for Convenience

The County for its convenience may terminate in whole or in part upon thirty (30) calendar day's written notice this Contract. If such termination is effected, an equitable adjustment in the price provided for in this Contract shall be made. Such adjustment shall provide for payment to the Vendor for services rendered and expenses incurred prior to the effective date of termination. Upon receipt of termination notice Vendor shall promptly discontinue services unless the notice directs otherwise.

10. Attorney Fees and Costs

If any legal action is instituted to enforce any party's rights hereunder, each party shall bear its own costs and attorney fees regardless of who is the prevailing party. This paragraph shall not apply to those costs and attorney fees directly arising from a third-party legal action against a party hereto and payable under Part V, Section B, Indemnification.

11. Venue

The venue of any action or claim brought by any party to this Contract will be the Central District Court of San Bernardino County. Each party hereby waives any law or rule of the court, which would allow them to request or demand a change of venue. If any action or claim concerning this Contract is brought by any third-part, the parties hereto agree to use their best efforts to obtain a change of venue to the Central District Court of San Bernardino County.

12. Licenses and Permits

Vendor shall ensure that it maintains in full force and affect a Private Patrol-Guard license in accordance with Chapter 11 of the Department of Professional and Vocational Standards, Bureau of Private Investigations and Adjusters for the State of California and all necessary licenses and permits required by the laws of Federal, State, County, and municipal laws, ordinances, rules and regulations.

The Vendor shall maintain these licenses and permits in effect for the duration of this Contract. Vendor will notify County immediately of loss or suspension of any such licenses and permits. Failure to maintain required licenses and permits may result in immediate termination of this contract.

13. Notification Regarding Performance

In the event of a problem or potential problem that will impact the quality or quantity of work, services, or the level of performance under this Contract, the Vendor shall notify the County within one (1) working day, in writing and by telephone.

14. Conflict of Interest

Vendor shall make all reasonable efforts to ensure that no County officer or employee, whose position in the County enables him/her to influence any award of this contract or any competing offer, shall have any direct or indirect financial interest resulting from the award of this contract or any relationship to the Vendor, or officer, or employee of the Vendor.

15. Improper Consideration

Vendor shall not offer (either directly or through an intermediary) any improper consideration such as, but not limited to, cash, discounts, service, the provision of travel or entertainment, or any items of value to any officer, employee, or agent of the County in an attempt to secure favorable treatment regarding this Contract.

The County, by written notice, may immediately terminate any Contract, if it determines that any improper consideration as described in the preceding paragraph was offered to any officer, employee, or agent of the County with respect to the proposal and award process. This prohibition shall apply to any amendment, extension, or evaluation process once a Contract has been awarded.

Vendor shall immediately report any attempt by a County officer, employee, or agent to solicit (either directly or through an intermediary) improper consideration from Vendor. The report shall be made to the supervisor or manager charged with supervision of the employee or to the County Administrative Office. In the event of a termination under this provision, the County is entitled to pursue any available legal remedies.

16. Employment of Former County Officials

Vendor agrees to provide or has already provided information on former County of San Bernardino administrative officials (as defined below) who are employed by or represent Vendor. The information provided includes a list of former county administrative officials who terminated county employment within the last five years and who are now officers, principals, partners, associates or members of the business. The information also includes the employment with or representation of vendor. For purposes of this provision, "county administrative official" is defined as a member of the Board of Supervisors or such officer's staff, County Administrative Officer or member of such officer's staff, county department or group head, assistant department or group head, or any employee in the Exempt Group, Management Unit, or Safety Management Unit.

17. Inaccuracies or Misrepresentations

If in the administration of a Contract, the County determines that Vendor has made a material misstatement, misrepresentation, or omission that materially inaccurate information has been provided to the County during the RFP process, the Contract may be immediately terminated. In the event of a termination under this provision, the County is entitled to pursue any available legal remedies.

18. Recycled Paper Products

The County has adopted a recycled product purchasing standards policy (Procurement of Recycled Products 11-10SP), which requires contractors to use recycled paper for proposals and for any printed or photocopied material created as a result of a contract with the County. The policy also requires Contractors to use both sides of paper sheets for reports submitted to the County whenever practicable.

19. Ownership of Documents

All documents, data, products, graphics, computer programs, and reports prepared by the Vendor pursuant to this Contract shall be considered property of the County upon payment for product/services. All such items shall be delivered to the County at the completion of work under this Contract, subject to the requirements of Section V, A, 9 (Termination for Convenience). Unless otherwise directed by the County, Vendor may retain copies of such items.

20. Release of Information.

No news releases, advertisements, public announcements or photographs arising out of this Contract or Vendor's relationship with County may be made or used without prior written approval of the County.

21. County Hours

Some County departments adopted hours other than the 8:00 a.m. to 5:00 p.m. standard. These departments will notify vendor of the modified work schedule to allow proper billing. Such modified 40-hour workweek will NOT result in overtime billing.

22. Disclosure of Criminal and Civil Proceedings

The County reserves the right to request the information described herein from the vendor selected for contract award. Failure to provide the information may result in a disqualification from the selection process and no award of contract to the vendor. The County also reserves the right to obtain the requested information by way of a background check performed by an investigative firm. The selected vendor also may be requested to provide information to clarify initial responses. Negative information provided or discovered may result in disqualification from the selection process and no award of contract.

The selected vendor may be asked to disclose whether the firm, or any of its partners, principals, members, associates or key employees (as that term is defined herein), within the

last ten years, has been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense arising directly or indirectly from the conduct of the firm's business, or whether the firm, or any of its partners, principals, members, associates or key employees, has within the last ten years, been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense involving financial misconduct or fraud. If the response is affirmative, the vendor will be asked to describe any such indictments or charges (and the status thereof), convictions and the surrounding circumstances in detail.

In addition, the selected vendor may also be asked to disclose whether the firm, or any of its partners, principals, members, associates or key employees, within the last ten years, has been the subject of legal proceedings as defined herein arising directly from the provision of services by the firm or those individuals. "Legal proceedings" means any civil actions filed in a court of competent jurisdiction, or any matters filed by an administrative or regulatory body with jurisdiction over the firm or the individuals. If the response is affirmative, the vendor will be asked to describe any such legal proceedings (and the status and disposition thereof) and the surrounding circumstances in detail.

For purposes of this provision "key employees" includes any individuals providing direct service to the county. "Key employees" do not include clerical personnel providing service at the firm's offices or locations.

23. Electronic Fund Transfer Program

Contractor shall accept all payments from County via electronic funds transfer (EFT) directly deposited into the Contractor's designated checking or other bank account. Contractor shall promptly comply with directions and accurately complete forms provided by County required to process EFT payments.

B. Indemnification and Insurance Requirements

1. Indemnification

The Contractor agrees to indemnify, defend (with counsel reasonably approved by County) and hold harmless the County and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the County on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnitees. The Contractor's indemnification obligation applies to the County's "active" as well as "passive" negligence but does not apply to the County's "sole negligence" or "willful misconduct" within the meaning of Civil Code Section 2782.

Additional Insured – All policies, except for the Workers' Compensation, Errors and Omissions and Professional Liability policies, shall contain endorsements naming the County and its officers, employees, agents and volunteers as additional insureds with respect to liabilities arising out of the performance of services hereunder. The additional insured endorsements shall not limit the scope of coverage for the County to vicarious liability but shall allow coverage for the County to the full extent provided by the policy. Such additional insured coverage shall be at least as broad as Additional Insured (Form B) endorsement form ISO, CG 2010.11 85.

Waiver of Subrogation Rights – The Contractor shall require the carriers of required coverages to waive all rights of subrogation against the County, its officers, employees, agents, volunteers, contractors and subcontractors. All general or auto liability insurance coverage provided shall not prohibit the Contractor and Contractor's employees or agents from waiving the right of subrogation prior to a loss or claim. The Contractor hereby waives all rights of subrogation against the County.

Policies Primary and Non-Contributory – All policies required herein are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by the County.

Severability of Interests – The Contractor agrees to ensure that coverage provided to meet these requirements is applicable separately to each insured and there will be no cross liability exclusions that preclude coverage for suits between the Contractor and the County or between the County and any other insured or additional insured under the policy.

Proof of Coverage – The Contractor shall furnish Certificates of Insurance to the County Department administering the contract evidencing the insurance coverage, including endorsements, as required, prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the Department, and Contractor shall maintain such insurance from the time Contractor commences performance of services hereunder until the completion of such services. Within fifteen (15) days of the commencement of this contract, the Contractor shall furnish a copy of the Declaration page for all applicable policies and will provide complete certified copies of the policies and endorsements immediately upon request.

Acceptability of Insurance Carrier – Unless otherwise approved by Risk Management, insurance shall be written by insurers authorized to do business in the State of California and with a minimum “Best” Insurance Guide rating of “A- VII”.

Deductibles and Self-Insured Retention - Any and all deductibles or self-insured retentions in excess of \$10,000 shall be declared to and approved by Risk Management.

Failure to Procure Coverage – In the event that any policy of insurance required under this contract does not comply with the requirements, is not procured, or is canceled and not replaced, the County has the right but not the obligation or duty to cancel the contract or obtain insurance if it deems necessary and any premiums paid by the County will be promptly reimbursed by the Contractor or County payments to the Contractor will be reduced to pay for County purchased insurance.

Insurance Review – Insurance requirements are subject to periodic review by the County. The Director of Risk Management or designee is authorized, but not required, to reduce, waive or suspend any insurance requirements whenever Risk Management determines that any of the required insurance is not available, is unreasonably priced, or is not needed to protect the interests of the County. In addition, if the Department of Risk Management determines that heretofore unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Director of Risk Management or designee is authorized, but not required, to change the above insurance requirements to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against the County, inflation, or any other item reasonably related to the County’s risk.

Any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this contract. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

Any failure, actual or alleged, on the part of the County to monitor or enforce compliance with any of the insurance and indemnification requirements will not be deemed as a waiver of any rights on the part of the County.

2. Insurance Specifications

The Contractor agrees to provide insurance set forth in accordance with the requirements herein. If the Contractor uses existing coverage to comply with these requirements and that coverage does not meet the specified requirements, the Contractor agrees to amend, supplement or endorse the existing coverage to do so. The type(s) of insurance required is determined by the scope of the contract services.

Without in anyway affecting the indemnity herein provided and in addition thereto, the Contractor shall secure and maintain throughout the contract term the following types of insurance with limits as shown:

Workers' Compensation/Employers Liability – A program of Workers' Compensation insurance or a state-approved, self-insurance program in an amount and form to meet all applicable requirements of the Labor Code of the State of California, including Employer's Liability with \$250,000 limits covering all persons including volunteers providing services on behalf of the Contractor and all risks to such persons under this contract.

If Contractor has no employees, it may certify or warrant to the County that it does not currently have any employees or individuals who are defined as "employees" under the Labor Code and the requirement for Workers' Compensation coverage will be waived by the County's Director of Risk Management.

With respect to Contractors that are non-profit corporations organized under California or Federal law, volunteers for such entities are required to be covered by Workers' Compensation insurance.

Commercial/General Liability Insurance – The Contractor shall carry General Liability Insurance covering all operations performed by or on behalf of the Contractor providing coverage for bodily injury and property damage with a combined single limit of not less than one million dollars (\$1,000,000), per occurrence. The policy coverage shall include:

- (a) Premises operations and mobile equipment.
- (b) Products and completed operations.
- (c) Broad form property damage (including completed operations).
- (d) Personal injury
- (e) Contractual liability.
- (f) \$2,000,000 general aggregate limit.

Automobile Liability Insurance – Primary insurance coverage shall be written on ISO Business Auto coverage form for all owned, hired and non-owned automobiles or symbol 1 (any auto). The policy shall have a combined single limit of not less than one million dollars (\$1,000,000) for bodily injury and property damage, per occurrence.

If the Contractor is transporting one or more non-employee passengers in performance of contract services, the automobile liability policy shall have a combined single limit of two million dollars (\$2,000,000) for bodily injury and property damage per occurrence.

If the Contractor owns no autos, a non-owned auto endorsement to the General Liability policy described above is acceptable.

Umbrella Liability Insurance – An umbrella (over primary) or excess policy may be used to comply with limits or other primary coverage requirements. When used, the umbrella policy shall apply to bodily injury/property damage, personal injury/advertising injury and shall include

a “dropdown” provision providing primary coverage for any liability not covered by the primary policy. The coverage shall also apply to automobile liability.

Bonding

The Contractor shall obtain and maintain at all times during the term of this agreement a blanket Fidelity Bond, in an adequate amount, to cover potential losses due to employee dishonesty. The Contractor shall furnish the County with a copy of the Bond Certificate within thirty (30) days of the effective date of this Contract.

The Contractor shall notify the County in writing of any change in the Contractor’s Bond status within twenty-four (24) hours of such change.

C. Right to Monitor and Audit

1. Right to Monitor

The County and the State of California shall have absolute right to review and audit all records, books, papers, documents, corporate minutes, and other pertinent items as requested, and shall have absolute right to monitor the performance of Vendor in the delivery of services provided under this Contract. Vendor shall give full cooperation in any auditing or monitoring conducted. Vendor shall cooperate with the County in the implementation, monitoring, and evaluation of this contract and comply with any and all reporting requirements established by the County.

2. Availability of Records

All records pertaining to services delivered and all fiscal, statistical and management books and records shall be available for examination and audit by County, Federal and State representatives for a period of three years after final payment under the Contract or until all pending County, State, and Federal audits are completed, whichever is later.

VI. Proposal Submission

A. General

1. All interested and qualified Vendors are invited to submit a proposal for consideration. Submission of a proposal indicates that the vendor has read and understands the entire RFP, to include all appendixes, attachments, exhibits, schedules, and addendum (as applicable) and all concerns regarding the RFP have been satisfied.
2. Proposals must be submitted in the format described below. Proposals are to be prepared in such a way as to provide a straightforward, concise description of capabilities to satisfy the requirements of this RFP.
3. Expensive bindings, colored displays, promotional materials, etc., are neither necessary nor desired. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.
4. Proposals must be completed in all respects as required in this section. A proposal may not be considered if it is conditional or incomplete.
5. All proposals and materials submitted become property of the County. All proposals received are subject to the “California Public Records Act.”

B. Proposal Presentation

1. All proposals must be submitted on 8 ½” x 11” paper, neatly typed, single-spaced, double-sided (on recycled paper) and with normal (1 inch) margins. Typeface must be no more than 12 characters per inch. Each page, including attachments, must be clearly and consecutively numbered at the bottom center of each page.
2. One (1) original and seven (7) copies, total of eight (8), of the complete proposal must be received by the deadline for receipt of proposal specified in Section II, Proposal Timeline. The original and all copies must be in a sealed envelope or container stating on the outside: Vendor Name, Address, Telephone Number, RFP Number, RFP Title, and Proposal Due Date.
3. Hand carried proposals may be delivered to the address listed in Section I, paragraph F, between the hours of 8 a.m. and 5 p.m., Monday through Friday, excluding holidays observed by the County. Vendors are responsible for informing any commercial delivery service, if used,

of all delivery requirements, and for ensuring that the address information appears on the outer wrapper or envelope used by such service.

C. Proposal Format

Vendors must provide the following information in the following format:

1. **Cover Page**

Attachment A is to be used as the cover page for the proposal. This form must be fully completed and signed by an authorized officer of the Vendor.

2. **Table of Contents**

All pages of the proposal, including the enclosures, must be clearly and consecutively numbered and correspond to the Table of Contents.

3. **Statement of Experience**

Include the following in this section of the proposal:

- a. Business name of the prospective Contractor and legal entity such as corporation, partnership, etc.
- b. Number of years the prospective Contractor has been in business under the present business name, as well as related prior business names.
- c. A statement that the prospective Contractor has a demonstrated capacity to perform the required services.

4. **Mandatory Vendor Requirements**

Complete, initial, sign and include in the submitted proposal, Mandatory Vendor Requirements, **Attachment B**.

5. **Exceptions to RFP**

Complete **Attachment C** and include in submitted proposal.

6. **References**

Provide five (5) references from other agencies, three (3) of which should be government agencies (excluding the County of San Bernardino), that you have established a contract for this type of service. Provide Agency, Contact Name/Address, Phone Number, and Dates Services Were Provided. This information must be included on **Attachment E** - References.

7. **Disclosure of Criminal and Civil Proceedings**

The County reserves the right to request the information described herein from the vendor selected for contract award. Failure to provide the information may result in a disqualification from the selection process and no award of contract to the vendor. The County also reserves the right to obtain the requested information by way of a background check performed by an investigative firm. The selected vendor also may be requested to provide information to clarify initial responses. Negative information provided or discovered may result in disqualification from the selection process and no award of contract.

The selected vendor may be asked to disclose whether the firm, or any of its partners, principals, members, associates or key employees (as that term is defined herein), within the last ten years, has been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense arising directly or indirectly from the conduct of the firm's business, or whether the firm, or any of its partners, principals, members, associates or key employees, has within the last ten years, been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense involving financial misconduct or fraud. If the response is affirmative, the vendor will be asked to describe any such indictments or charges (and the status thereof), convictions and the surrounding circumstances in detail.

In addition, the selected vendor may also be asked to disclose whether the firm, or any of its partners, principals, members, associates or key employees, within the last ten years, has been the subject of legal proceedings as defined herein arising directly from the provision of services by the firm or those individuals. "Legal proceedings" means any civil actions filed in a court of competent jurisdiction, or any matters filed by an administrative or regulatory body with jurisdiction over the firm or the individuals. If the response is affirmative, the vendor will be

asked to describe any such legal proceedings (and the status and disposition thereof) and the surrounding circumstances in detail.

For purposes of this provision “key employees” includes any individuals providing direct service to the county. “Key employees” do not include clerical personnel providing service at the firm’s offices or locations.

8. Vendor’s Financial Capability

- a. Vendor must provide the Company’s Annual Report for the last two years. Vendor must also include independently audited financial statements for the most recent completed fiscal year. If audited financial statements are not available, please provide un-audited financial statements along with a certification from the owners and the Company’s accountant that the information accurately reflects the company’s current financial status. If the business is a sole proprietorship, please provide Schedule C of the Internal Revenue Service forms as well as a certification from the owner and the accountant that the information accurately reflects the business’ current financial status.
- b. Alternatively, provide tax returns from the most recent completed fiscal year or a letter from the Vendor’s financial institution indicating the Vendor can carry up to sixty (60) days worth of invoices before obtaining payment.

9. Statement of Certification

Complete, initial, sign, and include in the submitted proposal, Statement of Certification, **Attachment D**.

10. Proposal Description

Provide a detailed description of the proposal.

- a. Brief synopsis of the Vendors understanding of the County’s needs and how the Vendor plans to meet these needs. This should provide a broad understanding of the Vendor’s entire proposal.
- b. Brief narrative description of the proposed plan to achieve the Scope of Work, Section IV.

11. Employment of Former County Officials

Provide information on former County of San Bernardino administrative officials (as defined below) who are employed by or represent your business. The information provided must include a list of former county administrative officials who terminated county employment within the last five years and who are now officers, principals, partners, associates or members of the business. The information should also include the employment and/or representative capacity and the dates these individuals began employment with or representation of your business. For purposes of this section, “county administrative official” is defined as a member of the Board of Supervisors or such officer’s staff, County Administrative Officer or member of such officer’s staff, county department or group head, assistant department or group head, or any employee in the Exempt Group, Management Unit or Safety Management Unit.

Failure to provide this information may result in the response to the request for proposal being deemed non-responsive.

12. Cost Sheet

Complete proposed cost on **Attachment F** - Proposed Cost Sheet. For evaluation purposes, please provide pricing for the positions identified on the Proposed Cost Sheet form for each year of the agreement. This is a sampling of the typical Guard Service positions that would be included in this contract. This is not meant to be all-inclusive. There may be some positions that will be required that are not listed. The successful vendor will be required to provide these services. Positions not included in this listing will be provided to departments on an as-needed basis at an individually negotiated pay rate based on market conditions. The mark up percentage shall remain the same for these positions. No additional mark up may be assessed.

The County reserves the right to negotiate changes to the duties and responsibilities of the listed positions as required to meet the needs of the user departments. Proposed rates must comply with County policy and MOU constraints.

13. Insurance

Submit evidence of ability to insure as stated in Section V, Paragraph B, Indemnification and Insurance Requirements.

14. Proposal Checklist

A proposal checklist (**Attachment G**) is included as a convenience to insure that all items requested have been included in the proposal.

VII. Evaluation Process

A. General

All proposals will be subject to a standard review process by an Evaluation Committee. The committee will be comprised of appropriate County personnel from multiple stakeholder departments, with the appropriate experience and/or knowledge, striving to ensure that the committee is balanced. Scoring proposals will be based on an ordinal ranking system.

B. Evaluation Criteria

1. Initial Review

- a. All proposals will be initially evaluated to determine if they meet the mandatory requirements.
- b. The proposal must be complete, in the required format, and be in compliance with all the material requirements of this RFP.
- c. Prospective Vendors must have attended the Mandatory Proposal Conference.
- d. Prospective Vendors must meet the requirements as stated in the Mandatory Vendor Requirements as outlined in **Attachment B**.
- e. Prospective Vendors must provide five (5) references from other agencies that they have provided the same or similar service as being requested in this RFP, **Attachment E**.

Failure to meet all of these requirements may result in a rejected proposal. No proposal shall be rejected, however, if it contains a minor irregularity, defect, or variation, if the irregularity, defect, or variation is considered by the County to be immaterial or inconsequential. In such cases, the vendor will be notified of the deficiency in the proposal and given an opportunity to correct the irregularity, defect, or variation, or the County may elect to waive the deficiency and accept the proposal.

2. Final Review

Proposals meeting the above requirements will be evaluated on the basis of the following criteria (not necessarily in order of priority):

- a. Proposed cost, **Attachment F** – Proposed Cost.
- b. Vendor's qualifications and experience in providing these services.
- c. Vendor's financial stability. This review will be based upon Vendor provided business financial statements.
- d. Vendors proposed plan to achieve the Scope of Work, as outlined in Section IV.
- e. Selection will be based on determination of which proposal best meets the needs of the County and the requirements of this RFP.
- f. Vendor may be scheduled to make a timed presentation before the evaluation committee.

C. Contract Award

1. Contract(s) will be awarded based on a competitive selection of proposals received. A recommendation will be made to the Board of Supervisors, which has the ultimate authority to make a determination on the award of a contract.
2. The contents of the proposal of the successful Vendor will become contractual obligations and failure to accept these obligations in a contractual contract may result in cancellation of the award.
3. It is anticipated the County will award one or more contracts for Guard Service. The County may, if it desires, use its discretion to award these contracts on the basis of classifications, departments or locations in order to serve the interests and needs of the County. An award

- of contract does not guarantee that Vendor will receive any assignments. Assignments will be chosen by individual departments to meet their needs. The County reserves the option to make award(s) as it deems to be in the best interest of the County.
4. Cost of service is an important factor in the evaluation process, but the County is not obligated to accept the lowest cost proposal. Ability to provide a quality service in a timely manner at a low or reasonable cost in accordance with the RFP requirements is critical to a successful proposal.

D. Disputes Relating to Proposal Process and Award

In the event a dispute arises concerning the proposal process prior to the award of the contract, the party wishing resolution of the dispute shall submit a request in writing to the Director of Purchasing. Vendor may appeal the recommended award or denial of award, provided the following stipulations are met:

- a. Appeal must be in writing.
- b. Must be submitted within ten (10) calendar days of the date of the recommended award or denial of award letters.

An appeal of a **denial of award** can only be brought on the following grounds:

- a. Failure of the County to follow the selection procedures and adhere to requirements specified in the RFP or any addenda or amendments.
- b. There has been a violation of conflict of interest as provided by California Government Code Section 87100 et seq.
- c. A violation of State or Federal law.

Appeals will not be accepted for any other reasons than those stated above. All appeals must be sent to:

Laurie Rozko, Interim Director
County of San Bernardino
Purchasing Department
777 East Rialto Avenue
San Bernardino, CA 92415-0760

ATTACHMENT A – COVER PAGE

PROPOSAL FOR UNARMED SECURITY GUARD SERVICES

VENDOR'S NAME (*name of firm, entity or organization*):

FEDERAL EMPLOYER IDENTIFICATION NUMBER:

NAME AND TITLE OF VENDOR'S CONTACT PERSON:

MAILING ADDRESS:

STREET ADDRESS:

CITY, STATE, ZIP:

TELEPHONE NUMBER:

FAX NUMBER:

EMAIL ADDRESS:

VENDOR'S ORGANIZATIONAL STRUCTURE

☐ Corporation ☐ Partnership ☐ Proprietorship ☐ Joint Venture

☐ Other (explain): _____

If Corporation, Date Incorporated: _____ State Incorporated: _____

States registered in as foreign corporation:

VENDOR'S SERVICES OR BUSINESS ACTIVITIES OTHER THAN WHAT THIS RFQ REQUESTS:

VENDOR'S AUTHORIZED SIGNATURE:

The undersigned hereby certifies that this proposal is submitted in response to this solicitation.

SIGNED:

DATE:

PRINT NAME:

TITLE:

ATTACHMENT B- MANDATORY VENDOR REQUIREMENTS

The following requirements apply to all prospective vendors.

	Requirement	Agree (initial)	Agree with qualification (initial and attach explanation)
1.	Have a minimum of three (3) continuous years of experience in having provided security guard service to large government agencies and/or private companies.		
2.	Have a representative at the mandatory proposal conference as referenced in this Request for Proposal (RFP).		
3.	Must be currently licensed to do business in California, which will be validated by you providing copies of any licenses and/or certifications you maintain with proposal.		
4.	Provide five (5) references from other agencies, three (3) of which should be government, that you have established a contract with for this type of service. Provide Agency, Contact Name/Address, Phone Number, and Dates Services Were Provided. This information must be included on <u>Attachment E</u> – References.		
5.	Vendor must have a working capital of at least \$500,000.		
6.	Vendor may not have declared any form of Bankruptcy in the last five (5) years.		
7.	Meet other presentation and participation requirements listed in this RFP.		
8.	Submit proposal in the manner as stated in Section VI of this proposal.		
SIGNED		PRINT NAME	
TITLE		DATE	

ATTACHMENT C– EXCEPTIONS TO RFP

CONTRACTOR NAME _____

ADDRESS _____

TELEPHONE (____) _____ **FAX** (____) _____

I have reviewed the RFQ and General Contract Terms in their entirety and have the following exceptions:
(Please identify and list your exceptions by indicating RFQ, the Section or Paragraph number, and Page number, as applicable. Be specific about your objections to content, language, or omissions. Add as many pages as required.)

Name of Authorized Representative _____

Signature of Authorized Representative _____

Date _____

ATTACHMENT D– STATEMENT OF CERTIFICATION

The following statements are incorporated as part of our proposal for Security Guard Services in response to County of San Bernardino RFP No. K-26

	Statement	Agree (initial)	Agree with qualification (initial and attach explanation)
1.	The offer made in this proposal is firm and binding for 180 days from the date the proposal is opened and recorded.		
2.	All aspects of this proposal, including cost, have been determined independently and without consultation with any other prospective Vendor or competitor for the purpose of restricting competition.		
3.	All declarations in the proposal and attachments are true and this shall constitute a warranty, the falsity of which shall entitle the County to pursue any remedy by law.		
4.	All aspects of the RFP and the proposal submitted shall be binding if the proposal is selected and a contract awarded.		
5.	The County will be provided with any other information the County determines is necessary for an accurate determination of our ability to provide the services being proposed.		
6.	If selected, we will comply with all applicable rules, laws, and regulations.		

SIGNATURE

DATE

PRINT NAME

COMPANY

ATTACHMENT E- REFERENCES

Agency	Contact Name/Address	Phone Number	Dates Services Provided (from/through*)

*Enter "**Present**" if still providing the services. Example: 10/04/05 - Present

ATTACHMENT F– PROPOSED COST SHEET (Page 1 of 3)

COST SHEET

CONTRACT YEAR 1: 4/01/09 - 3/31/10

Item #	Type of Post	Unit	Unit Price
1	Captain	Hour	
2	Senior Officer	Hour	
3	Regular Officer	Hour	
4	Roving Officer	Hour	
5	Marked Vehicle	Day	
6	Marked Vehicle	Month	
7	Radio (Two Way)	Day	
8	Radio (Two Way)	Month	
9	Electric Golf Carts	Day	
10	Gas Golf Carts	Month	
11	Bicycle	Day	
12	Bicycle	Month	

ATTACHMENT F– PROPOSED COST SHEET (Page 2 of 3)

COST SHEET

CONTRACT YEAR 2: 4/01/10 - 3/31/11

Item #	Type of Post	Unit	Unit Price
1	Captain	Hour	
2	Senior Officer	Hour	
3	Regular Officer	Hour	
4	Roving Officer	Hour	
5	Marked Vehicle	Day	
6	Marked Vehicle	Month	
7	Radio (Two Way)	Day	
8	Radio (Two Way)	Month	
9	Electric Golf Carts	Day	
10	Gas Golf Carts	Month	
11	Bicycle	Day	
12	Bicycle	Month	

ATTACHMENT F– PROPOSED COST SHEET (Page 3 of 3)

COST SHEET

CONTRACT YEAR 3: 4/01/11 - 3/31/12

Item #	Type of Post	Unit	Unit Price
1	Captain	Hour	
2	Senior Officer	Hour	
3	Regular Officer	Hour	
4	Roving Officer	Hour	
5	Marked Vehicle	Day	
6	Marked Vehicle	Month	
7	Radio (Two Way)	Day	
8	Radio (Two Way)	Month	
9	Electric Golf Carts	Day	
10	Gas Golf Carts	Month	
11	Bicycle	Day	
12	Bicycle	Month	

ATTACHMENT G - PROPOSAL CHECKLIST

Use this checklist to Ensure that all items requested have been included. This form is to be completed and included in the proposal and must be located directly behind Attachment A.

	Items Completed	Page # of Proposal
1	Attachment A – Cover Page	
2	Attachment B – Mandatory Vendor Requirements	
3	Attachment C – Exceptions to RFP	
4	Attachment D – Statement of Certification	
5	Attachment E – References	
6	Attachment F – Proposed Cost Sheet	
7	Attachment G - Proposal Checklist	
8	Resumes	
9	Current health, vacation and other benefits provided by company for the temporary employees	
10	Sample of material for hiring, testing and evaluation, time card, and sample invoice	
11	Company's service agreement and satisfaction guarantee	
12	Policy statement on Immigration Reform Act of 1986	
13	Current financial information (two years)	
14	Additional job classification listings	
15	DMV and security procedures	
16	Previous monthly assignments by geographic areas	
17	Sample of personnel database	
18	Sexual harassment forms	
19	Recruitment process	
20	Transition plan for transition of Company	
21	Customer service training plan for employees	
22	Orientation	
23	Listing of specialized services offered	
24	List of resources and sub-contractors	
25	Plan for supervision of guards	
26	Statement of experience issuing parking tickets	
27	Plan for health screening	

EXHIBIT NO. 1 – COUNTY LOCATIONS

Individual Locations

Site and Location	Number of Hours & Days	Total Officers & Equipment	Duties	Titles
Government Center 385 N. Arrowhead San Bernardino, CA	<u>Rotunda Desk</u> *1 Day Shift 0600 – 1400 R.D. *1 Swing Shift 1400 – 2200 R.D. *1 Grave Shift 2200 – 0600 R.D. *1 Cover Shift Guard R.D. 7 days/week @ 168 hrs/week <u>Lot Security</u> *4 Day Shift 0600 – 1300 M - F *1 Day Shift 0800 – 1600 M - F *4 Swing Shift 1200 – 1900 M - F 5 days/week @ 320 hrs/week <u>Super Block Mobile Patrol</u> 1700 – 2300 M – F 2300 – 0600 M – F *1 Day Shift 0600 – 1400 S & S *1 Swing Shift 1400 – 2200 S & S *1 Grave Shift 2200 – 0600 S & S 7 days/week @ 113 hrs/week Total 601 hrs/week	19 Officers 12 Phones 2 Gas Golf Carts 2 Toco Clock/Pipe 2 Bicycles 1 Vehicle	<u>Rotunda Desk</u> CCTV, Customer Service Desk, Answering Phones, Toco Patrols of interior of building, Command post for County Officers <u>Lot Security</u> Patrolling parking lots, issuing citations, metal detector screening, directing visitors & provide escorts Super Block Mobile Patrol Toco Patrol of Super Block, Monitoring all buildings located in Super Block, & provide escorts	4 Captains 6 Senior Officers 7 Roving Officers 2 Regular Officers
County Information Svc 670 E. Gilbert Street San Bernardino, CA	*1 Day Shift 0600 – 1400 *1 Swing Shift 1400 – 2200 *1 Grave Shift 2200 – 0600 *2 Cover Shift Guard 7 days/week @ 168 hrs/week *Note: Guard is on roving patrol 24 hrs w/golf cart	5 Officers 3 Nextel's Electric Golf Cart Toco Clock/Pipe	Monitoring CCTV, Access Control, and Toco Patrols of interior and exterior of building	1 Captain 4 Senior Officers
SBC Fuel Yard 210 N. Lena Road San Bernardino, CA	1 Guard 0200 – 0700 M – F 1 Guard 1700 – 2100 Sat 1 Guard 2100 – 0700 Sat 1 Guard 1700 – 2300 Sun 1 Guard 2300 – 0700 Sun 7 days/week @ 53 hrs/week	2 Officers	Access Control, Detex Patrol & Mobile patrol	2 Senior Officers
Chino Airport 7000 Merrill Chino, CA	1 Swing Shift 1700 – 2300 1 Grave Shift 2300 – 0700 7 days/week @ 98 hrs/week	3 Officers 1 Nextel 1 Toco Clock/Pipe	Access Control & Toco Patrol	3 Senior Officers

EXHIBIT NO. 1 – COUNTY LOCATIONS

SBC Hall of Records 222 W. Hospitality Lane San Bernardino, CA	1 Guard 0700 – 1500 M – F 1 Guard 0730 – 1730 M – F 2 Guards 1500 – 1930 M – F 5 days/week @ 135 hrs/week	4 Officers 2 Nextel's	Monitoring CCTV, Access Control, Interior Patrol, & Golf Cart Parking lot patrol, & provide escorts	1 Captain 1 Senior Officer 2 Regular Officers
Apple Valley Airport 21600 Corwin Road Apple Valley, CA	1 Swing Shift 1700 – 2230 1 Grave Shift 2230-0630 7 days/week 94.5 hrs/week	3 Officers 1 Nextel 1 Toco Clock/Pipe	Access Control & Toco Patrol	3 Senior Officers

Department of Behavioral Health Locations

Colton Behavioral Health 1330 East Cooley Drive Colton, CA	1 Guard 0745 - 1730 M - F 5 days/week Total 48.7 hrs/week	1 Guard 2 Nextel's	Patrolling interior & exterior of facility, monitoring activities inside & outside, assisting in panic alarm situations, & provide escorts	1 Senior Officer
Fontana Behavioral Health 17216 Slover Ave. Bldg L Fontana, CA	1 Guard 0800 - 1700 M, Tues, & Fr 1 Guard 0800 – 1900 Weds & Thurs 5 days/week @ Total 49 hrs/week	1 Guard 1 Nextel	Monitoring lobby area & patrolling interior & exterior of facility, & provide escorts	1 Regular Officer
Rialto Behavioral Health 850 E. Foothill Blvd., Rialto, CA	3 Guards 0630 – 1500 M – F 2 Guards 1500 – 2230 M, T, W, F 2 Guards 1400 – 2230 Thurs. 1 Guard 1300 – 2100 Tues & Weds 1 Guard 1500 – 2100 Tues & Weds 1 Guard 1500 – 1900 Fri & Mon 1 Guard 1400 – 2000 Thurs 5 days/week @ Total 247 hrs/week	7 Guards 5 Nextel's 1 Gas Golf Cart	Monitoring CCTV, Access Control, Patrolling interior, Parking lot patrols, assisting in panic alarm situations & provide escorts,	1 Captain 4 Senior Officers 2 Roving Officers
S. B. Behavioral Health Phoenix Building E. Gilbert Street San Bernardino, CA 700	1 Guard 0800 – 1200 1 Guard 1200 – 2000 5 days/week Total 60 hrs/week	2 Guards 2 Nextel's 1 Gas Golf Cart	Parking lot patrols, interior patrols, assisting in panic alarm situations, & provide escorts	1 Senior Officer 1 Regular Officer
S. B. Behavioral Health Tay Center Bldg #4 700 E. Gilbert Street San Bernardino, CA	1 Guard 0800 – 1700 M – F 5 days/week Total 45 hrs/week	1 Guard 1 Nextel	Monitoring activities, lobby, & parking lot patrols, & assisting with incidents	1 Senior Officer
S.B. Behavioral Health Bldg #6 700 E. Gilbert Street San Bernardino, CA	1 Guard 0730 – 1700 M – F 5 days/week Total 47.5 hrs/week	1 Guard 1 Nextel	Monitoring lobby and parking lots	1 Regular Officer
S.B. Behavioral Health Teamhouse 201 & 207 W. Mill Street San Bernardino, CA	2 Guards 0830 – 1700 M – F 5 days/week Total 85 hrs/week	2 Guards 3 Nextel's	Monitoring activities, lobbies of both buildings, and parking lots	2 Senior Officers

EXHIBIT NO. 1 – COUNTY LOCATIONS

Upland Behavioral Health 934 N. Mountain Ave. Upland, CA	2 Guards 0730 – 1700 M, T, & F 2 Guards 0730 – 1900 Weds & Thurs 1 Guard 0800 – 1700 2 nd & 4 th Sat Total 112 hrs/week	2 Guards 3 Nextel's	Monitoring Lobby, patrolling interior of facility, & assisting in panic alarm situations	2 Regular Officers
Victory Valley Behavioral Health 12625 Hesperia Road Victorville, CA.	1 Guard 0900 – 1700 M – F 5 days/week Total 40 hrs/week	1 Guard	Monitoring activities in clubhouse. Hourly patrols of buildings and parking areas.	1 Senior Officer
Department of HSS Locations				
HSS Arrow TAD 10825 Arrow Route Rancho Cucamonga, CA	1 Guard 0800 – 1600 1 Guard 0845 – 1815 5 days/week Total 87.5 hrs/week	2 Guards 2 Nextel's	Monitoring Lobby & parking lot patrols, & provide escorts	2 Senior Officers
HSS Auditing 825 E. Hospitality Lane San Bernardino, CA	1 Guard 0730 – 1730 M – F 5 days/week Total 50 hrs/week	1 Guard 1 Nextel	Parking lot patrol, & provide escorts	1 Regular Officer
HSS Child Abuse	1 Guard 1800 – 2400 M – F 1 Guard 2400 – 0700 M – F 1 Guard 0700 – 1500 S & S 1 Guard 1500 – 2300 S & S 1 Guard 2300 – 0700 S & S 7 days/week Total 113 hrs/week	5 Guards 1 Nextel	Parking lot patrol, & provide escorts	1 Senior Officer 4 Regular Officers
HSS CPS San Bernardino 396 N. E Street San Bernardino, CA	1 Guard 0700 – 1830 M – F 5 days/week 57.5 hrs/week	1 Guard 1 Nextel	Monitoring lobby and visitations, & provide escorts	1 Senior Officer
HSS Child Support #1 10417 Mt. View Loma Linda, CA	1 Guard 0700 – 1830 1 Guard 0700 - 1800 1 Guard 0700 – 1500 1 Guard 1500 – 1830 5 days/week 170 hrs/week	1 Guard 4 Nextel's	Monitoring CCTV, Access Control, Answering Phones, Directing visitors, parking lot patrols, & interior patrols, & provide escorts	1 Captain 1 Senior Officer 2 Regular Officers
HSS Child Support #2 10565 Civic Center Rancho Cucamonga, CA	1 Guard 0730 – 1830 M – T 1 Guard 0700 – 1700 Fri 5 days/week 56 hrs/week	2 Guards 2 Nextel's	Monitoring Lobby and patrolling interior of building, & provide escorts	2 Regular Officers
HSS CPS Rialto 851 W. Foothill Rialto, CA	1 Guard 0830 – 1730 M – T 1 Guard 0800 – 1700 F 5 days/week 45 hrs/week	1 Guard 1 Nextel	Monitoring Lobby, parking lot patrol, and monitoring visitations, & provide escorts	1 Senior Officer

EXHIBIT NO. 1 – COUNTY LOCATIONS

HSS Colton TAD 2040 Woodpine Ave. Colton, CA	1 Guard 0700 – 1630 M – F 1 Guard 0845 – 1815 M – F 5 days/week 95 hrs/week	2 Guards 2 Nextel's	Monitoring lobby and parking lot patrol, & provide escorts	2 Senior Officers
HSS CPS Rancho 9638 7 th Street Rancho Cucamonga, CA	1 Guard 0800 – 1800 M & F 1 Guard 0800 – 2000 T, W, & T 5 days/week 56 hrs/week	1 Guard 2 Nextel's	Monitoring lobby and parking lot patrol, & provide escorts	1 Senior Officer
HSS CPS Gifford 1504 S. Gifford Street San Bernardino, CA	1 Guard 0730 – 1730 M – F 5 days/week 50 hrs/week	1 Guard 1 Nextel	Monitoring lobby, parking lot patrol, and monitoring visitations, & provide escorts	1 Senior Officer
HSS Fontana TAD 7977 Sierra Ave. Fontana, CA	4 Guards 0700 – 1815 M – F 5 days/week 225 hrs/week	4 Guards 5 Nextel's	Monitoring lobby & Customer Service Desk, and parking lot patrols, & provide escorts	1 Captain 3 Senior Officers
HSS Highland TAD 1585 Highland Ave. San Bernardino, CA	1 Guard 0700 – 1600 M – F 1 Guard 1000 – 2000 M – F 5 days/week @ 85 hrs/week	2 Guards 2 Nextel's	Monitoring lobby and parking lot patrols, & provide escorts	2 Senior Officers
HSS Income Maintenance TAD 494 N. E Street San Bernardino, CA	1 Guard 0645 – 1815 M - F 1 Guard 0645 – 1015 M - F 1 Guard 1015 – 1815 M - F 1 Guard 0845 - 1700 M - F 5 days/week @ 156.25 hrs/week	4 Guards 3 Nextel's	Monitoring lobby & Customer Service Desk, and parking lot patrols, & provide escorts	1 Captain 3 Senior Officers
HSS Job Services 16730 Arrow Route Fontana, CA	1 Guard 0700 – 1800 M – F 5 days/week 55 hrs/week	1 Guard 1 Nextel	Monitoring lobby and Parking lot patrols, & provide escorts	1 Regular Officer
HSS Mass TAD 2050 N. Massachusetts San Bernardino, CA	1 Guard 0630 – 1630 M - F 1 Guard 0830 – 1830 M – F 5 days/week 100 hrs/week	3 Guards 2 Nextel's	Monitoring lobby & Customer Service Desk, and parking lot patrols, & provide escorts	3 Senior Officers
HSS Mill DAAS/FPB 606 & 686 E. Mill Street San Bernardino, CA	1 Guard 0800 – 1800 M – F 5 days/week 50 hrs/week	1 Guard 1 Nextel	Monitoring lobbies and parking lot patrols, & provide escorts	1 Senior Officer
HSS One Stop 646 N. Sierra Way San Bernardino, CA	1 Guard 0700 – 1500 M – F 1 Guard 1500 – 1800 M – F 5 days/week @ 55 hrs/week	2 Guards 1 Nextel	Monitoring lobby and parking lot patrols, & provide escorts	2 Regular Officers
HSS Ontario Medical 1627 Holt Blvd Ontario, CA	1 Guard 0645 – 1615 M - F 1 Guard 0845 – 1815 M - F 5 days/week 95 hrs/week	2 Guards 2 Nextel's	Monitoring lobby & Customer Service Desk, and parking lot patrols, & provide escorts	2 Regular Officers

EXHIBIT NO. 1 – COUNTY LOCATIONS

HSS Ontario TAD 1637 Holt Blvd Ontario, CA	1 Guard 0630 – 1600 M – F 1 Guard 0830 – 1815 M – F 5 days/week @ 96.15 hrs/week	2 Guards 2 Nextel's	Monitoring lobby & Customer Service Desk, and parking lot patrols, & provide escorts	2 Senior Officers
HSS PERC 295 E. Caroline Street San Bernardino, CA	1 Guard 0730 – 1730 M – F 5 days/week 50 hrs/week	1 Guard 1 Nextel	Monitoring lobby and parking lot patrols, & provide escorts	1 Regular Officer
HSS Redlands TAD 881 W. Redlands Blvd. Redlands	1 Guard 0700 – 1600 M - F 1 Guard 0830 – 1800 M – F 5 days/week 92.5 hrs/week	2 Guards 2 Nextel's	Monitoring lobby and parking lot patrols, & provide escorts	2 Senior Officers
HSS Barstow TAD/JESD 170 N. Yucca Street Barstow, CA	1 Guard 0730 - 1730 M – F 5 days/week 50 hrs/week	1 Guard	Patrol interior and exterior of building, monitor client activities, provide escorts	1 Regular Officer
HSS Adelanto (DPSS) 10875 Rancho Road Adelanto, CA	*1 Day Shift 0700 – 1500 M - F *1 Swing Shift 1500 - 1800 M-F 5 days/week 55 hrs/week	2 Guards	Patrol interior and exterior of building, monitor client activities, provide escorts	2 Senior Officers
HSS Barstow TAD 1300 East Mountain View Barstow, CA	1 Guard 0800 - 1700 M – F 5 days/week 40 hrs/week	1 Guard	Patrol interior and exterior of building, monitor client activities, provide escorts	1 Senior Officer
HSS Child Support 15400 Civic Drive Victorville, CA	1 Guard 0730-1700 M – F 1 Guard 0800-1830 M – F 1 Guard 1200-1400 M – F 5 days/week 99 hrs/week	3 Guards 2 Nextel's	Monitoring CCTV, Access Control, Interior Patrol, Parking lot patrol, & provide escorts	3 Senior Officers
HSS Hesperia TAD 9655 9 TH Avenue Hesperia, CA	1 Guard 0700-1500 M – F 1 Guard 1000-1800 M – F 1 Guard 0700-1000 1500-1800 /split shift M – F 5 days/week 110 hrs/week	3 Guards 2 hand held radios	Patrolling interior & exterior of facility, monitoring activities inside & outside, provide escorts	3 Senior Officers
HSS Hesperia TAD/ANNEX 15980 Main Street Hesperia, CA	1 Guard 0800-1800 M – F 1 Guard 1400-1500 M – F 5 days/week Total 50 hrs/week	2 Guards	Monitoring lobby area & patrolling interior & exterior of facility, & provide escorts	3 Senior Officers
HSS Victorville DCS 15480 Ramona Avenue Victorville, CA	1 Guard 0700-0930 M – F 1 Guard 0930-1730 M – F 1 Guard 0800-1600 M - F 5 days/week Total 92.5 hrs/week	3 Guards 2 Nextel's	1 guard monitors the lobby area and performs access control duties. 1 guard monitors and patrols the parking garage, & provide escorts	3 Senior Officers

EXHIBIT NO. 1 – COUNTY LOCATIONS

HSS Victorville TAD 12219 2 ND Street Victorville, CA	1 Guard 0700-1500 M - F 1 Guard 1500-1800 M – F 5 days/week Total 55 hrs/week	2 Guards	Guard monitors the lobby area and performs access control duties, & provide escorts	2 Senior Officers
HSS Needles 1300 Bailey Road Needles, CA	1 Guard 0830-1730 M – F 5 days/week Total 45 hrs/week	1 Guard	Monitoring lobby and parking lots, & provide escorts	1 Regular Officers

Department of Probation Locations

Juvenile Hall 900 E. Gilbert San Bernardino, CA	*1 Day Shift 0600 – 1400 *1 Swing Shift 1400 – 2200 *1 Grave Shift 2200 – 0600 *2 Cover Shift Guard 7 days/week 168 hrs/week *Note: Guard is on roving patrol 24 hrs w/golf cart	5 Guards 2 Nextel's 1 Electric Golf Cart 1 Toco Clock/Pipe	Monitoring visitations and roving patrols, & provide escorts	1 Captain 1 Senior Officers 3 Roving Officers
Probation Department 150 5 th Street San Bernardino, CA	1 Guard 0630 – 0830 M – F 5 days/week 10 hrs/week	1 Guard	Parking Lot Patrol	1 Regular Officer
Youth Justice Center 900 E. Gilbert San Bernardino, CA	1 Guard 1430 – 2030 Mon – Thur 4 days/week 24 hrs/week	1 Guard 1 Nextel	Metal Detector screening and monitoring classes	1 Senior Officer

San Bernardino County Court Locations

County Foothill Center Rancho Cucamonga Court 8303 N. Haven Rancho Cucamonga, CA	1 Guard 0700 – 1100 M – F 1 Guard 1000 – 1800 M – F 5 days/week 60 hrs/week	2 Guards 1 Nextel 1 Gas Golf Cart	Parking Lot patrol & issuing citations, & provide escorts	2 Roving Officers
Fontana Court 17780 Arrow Blvd. Fontana, CA	1 Guard 0730 – 1800 M – F 5 days/week 52.5 hrs/week	1 Guard 2 Nextel's	Parking Lot patrol, & provide escorts	1 Roving Officer
San Bernardino Civil Court 303 W, 3 rd Street San Bernardino, CA	*1 Day Shift 0600 – 1400 *1 Swing Shift 1400 – 2200 *1 Grave Shift 2200 – 0600 *2 Cover Shift Guard 7 days/week 168 hrs/week	5 Guards 1 Nextel	Parking Lot Patrol & Issuing Citations, & provide escorts	1 Senior Officer 4 Regular Officers

EXHIBIT NO. 1 – COUNTY LOCATIONS**Department of Public Health Locations**

Public Health S.B. Clinical SVC 799 E. Rialto Blvd. San Bernardino, CA	1 Guard 0800 – 1800 M, W, & F 1 Guard 0800 – 1900 Tues 5 days/week 51.5 hrs/week	1 Guard 1 Nextel	Parking Lot Patrol and Interior Patrol, & provide escorts	1 Regular Officer
Public Health S.B. Arrowhead 505 & 515 N. Arrowhead San Bernardino, CA	1 Guard 0630 – 1230 M – F 1 Guard 1230 – 1900 M – F 5 days/week 62.5 hrs/week	2 Guards 1 Nextel	Parking Lot Patrol, & provide escorts	2 Regular Officers
Public Health Ontario Clinic 1647 Holt Blvd. Ontario, CA	1 Guard 0730 – 1730 M, Tu, Thur, & F 1 Guard 0730 – 1930 Weds 5 days/week 52 hrs/week	1 Guard 1 Nextel	Monitoring Lobby, Interior & exterior patrols, & provide escorts	1 Senior Officer
Public Health Devore Animal Shelter 19777 Shelter Way Devore, CA	1 Guard 1830 – 0700 M – F 1 Guard 1730 – 0700 S & S 7 days/week 89.5 hrs/week	2 Guards 1 Nextel	Exterior Patrol	2 Regular Officers
Dept of Public Health 16543 Bear Valley Road Hesperia, CA	1 Guard 0700-1500 M- F 1 Guard 1500-1800 M – F 5 days/week 55 hrs/week	2 Guards	Monitoring activities, lobby and parking lot, & provide escorts	2 Regular Officers

- *Captain** Responsible for overseeing senior officers and disciplining as needed at a specific site with three (3) or more officers. Answers to the Account Manager for any issues concerning assigned site.
- *Senior Officer** Assigned to difficult sites that have more responsibility than some sites. In some instances senior officers oversee regular officers and roving officers. Senior Officers are responsible for the training of new officers assigned to specific site.
- *Roving Officer** Must have driver's license and driver's certification for Golf Cart and Vehicle. Roving officers rove multiple locations in either a bicycle, golf cart or a vehicle. Roving officer must have clean driving record.
- *Regular Officer** Officer assigned to a site with minimal duties.

END OF EXHIBIT